

## **Request for Verification Letter**

A verification of background clearance can be sent that will indicate the date of clearance and that there were no findings. Note that the actual TBI report cannot be sent. If you require a copy of the actual report you will need to contact TBI.

To request a verification letter please email [BCO@Vanderbilt.edu](mailto:BCO@Vanderbilt.edu) and include the following:

1. Your full name
2. Your Vanderbilt ID number (this is NOT your Social Security Number)
3. Your birthdate
4. Your approximate date of clearance (Month/Year)
5. Who is to receive the letter
6. An email address for the person/entity named in #5

Please allow 2 business days for the letter to be sent.